



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5355.3 (HDQ)  
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COMNAVCRUITCOM INSTRUCTION 5355.3 (HEADQUARTERS)

Subj: COMMAND URINALYSIS TESTING PROGRAM

Ref: (a) Manual for Courts Martial, United States, 1988  
(b) SECNAVINST 5300.28  
(c) OPNAVINST 5350.4  
(d) Urinalysis Coordinator Handbook

Encl: (1) Observers' Instructions and Acknowledgment  
(2) Urinalysis Coordinator Procedure Check List  
(3) Use of Drug Urinalysis Results Matrix

1. Purpose. To promulgate policy and procedures for testing of command personnel per references (a) through (d). In order to counter substance abuse, COMNAVCRUITCOM will maintain an aggressive urinalysis-testing program with the primary objectives of detection and deterrence.

2. Background. COMNAVCRUITCOM adheres to the Navy's "zero tolerance" policy for substance abuse. The use of illegal drugs can result in significant mission degradation, undermining performance, discipline and loyalty.

3. Discussion. The weakest link in the urinalysis-testing program has traditionally been collection. Errors in collection procedures and handling are the main reasons for a Navy urinalysis courts-martial case being lost. Urinalysis convictions can be improved by following prescribed guidelines and by treating urinalysis sample collection with focused attention. Each urine test shall be conducted with the full expectation that administrative or disciplinary action might result.

4. Responsibility

a. The Chief of Staff shall designate in writing one Urinalysis Program Coordinator (UPC) and a minimum of one Alternate Urinalysis Program Coordinator (AUPC).

b. The UPC is the advisor to the Chief of Staff via the Staff Judge Advocate (00J) on all matters relating to urinalysis testing per reference (c). The UPC duties will normally be assigned to a Chief Petty Officer or senior as a collateral duty. The UPC will conduct urinalysis testing for controlled substances

and will ensure that proper urine collection procedures are maintained at all times. In addition to collection, the coordinator will be responsible for the storage and custody of urine samples and their subsequent shipment to the Navy Drug Screening Laboratory (NDSL). The UPC will ensure that adequate supplies are available at all times for conducting urinalysis testing. The UPC will notify the Chief of Staff, LCPOs, and observers as well as sending out an all hands e-mail when a urinalysis is required.

c. The AUPC will be an E-6 or senior. In the absence of the UPC, the AUPC will conduct urinalysis testing for controlled substances and will ensure proper urine collection procedures are maintained at all times. In addition to collection, the AUPC will be responsible for the storage and custody of urine samples and their subsequent shipment to the NDSL. The AUPC will notify the Chief of Staff, LCPOs, and observers when a urinalysis is required.

d. Department LCPOs will:

(1) Notify personnel required to provide urine samples, direct them to the appropriate place, and inform them that reporting for urinalysis screening is their primary military duty.

(2) Notify the UPC/AUPC of any personnel not on board (i.e., special liberty, TAD, transferred, leave, etc.).

e. All personnel required to provide a urine sample shall report to the urinalysis collection site prior to 1030, unless specifically excused by the Chief of Staff. Failure to report and/or provide a urine sample will be considered a violation of the UCMJ.

f. Urinalysis observers will be members of COMNAVCRUITCOM. Any E-5 or senior can be assigned duty as an observer. Observers will be briefed in accordance with enclosure (1) and sign that they understand the responsibilities of an observer and witnessed by the UPC/AUPC. The UPC/AUPC will maintain the completed and signed enclosure (1) in the urinalysis testing binder.

## 5. Procedures/Action

a. The UPC or AUPC will check the Navy Drug Screening Program (NDSP) regularly. The UPC or AUPC will update NDSP roster information prior to checking NDSP to determine whether or not it's a testing day. If NDSP announces that it is a testing day, follow procedures for testing in accordance with enclosure

(2). If not a testing day, perform a system back up and then exit.

b. When a sample has been identified as positive, the UPC/AUPC will notify only the Chief of Staff of the suspect. The UPC/AUPC will verify with Medical and Dental to ensure that no prescription medication was the cause of the positive response. The UPC/AUPC will then forward copies of the original paperwork to 00J for appropriate legal or administrative action. The UPC/AUPC will ensure an OPNAV 5350/7 (Drug and Alcohol Abuse Report) has been completed and forwarded to PERS-6.

6. Testing Types and Authority. Mandatory urine testing of all officers and enlisted personnel for controlled substances is authorized in accordance with reference (a) under the following circumstances:

a. Inspection. Periodic inspections, including unit sweeps (IU), random sampling (IR), and other inspections (generic) (IO), under Military Rules of Evidence 313.

(1) Random Sampling (IR). As directed by the Chief of Staff, the Urinalysis Coordinator will conduct routine and frequent random urinalysis testing per reference (c).

(2) Unit Sweeps (IU). Unit sweeps are the urinalysis testing of an entire unit, or the selection, random or otherwise testing of an entire sub-unit or identifiable segment of a command. Examples of a sub-unit would include: an entire department, division, or watch section; all personnel within specific pay-grades; or all personnel who surrender or are apprehended after an unauthorized absence of greater than 24 hours. A unit or sub-unit urinalysis inspection should not be conducted as a subterfuge to search a specific service member. A sample of an authorized unit sweeps at COMNAVCRUITCOM would be personnel who surrender or are apprehended after an unauthorized absence of 24 hours or more.

b. Search or Seizure. During a search or seizure action as in Consent Testing (VO) and Probable Cause (PO) - Under Military Rules of Evidence 311, 312 and 314 through 316.

(1) Consent Testing (VO). Personnel may be requested to consent to urinalysis testing. Prior to requesting consent, the member will be advised that they may decline to provide the sample. Whenever possible, consent will be obtained in writing using OPNAV 5527/16 (Permissive Authorization for Search and Seizure).

(2) Probable Cause (PO). If a member declines to provide a urine sample, and there is probable cause to believe the member has committed a drug offense and that a urinalysis test will produce evidence of that offense, testing under this premise will be conducted. Authorization for testing under the premise of probable cause must be granted by the Chief of Staff using OPNAV 5527/16 (Permissive Authorization for Search and Seizure) and OPNAV 5527/10 (Affidavit for Search Authorization). Both forms should be routed through COMNAVCRUITCOM 00J prior to signature by the Chief of Staff. If probable cause does not exist, a command directed test may be ordered as outlined in paragraph 5d(1).

c. Physician Directed Urinalysis. Medical personnel may order urinalysis testing for fitness for duty examinations and for a valid medical purpose including emergency medical treatment, periodic physical examination, and other medical examinations that are deemed necessary for diagnostic purposes.

d. Fitness for Duty. Categories of fitness for duty urinalysis testing are Command Directed (CO), Mishap Investigation (AO) and Rehabilitation (RO) examination.

(1) Command Directed Tests (CO). If a Consensual or Probable Cause test has not taken place, a urinalysis test should be ordered whenever a member's behavior, conduct, or involvement in an accident or other incident gives rise to a reasonable suspicion of drug abuse. Command directed tests shall be ordered by the Chief of Staff. The authority to authorize a command directed urinalysis test may be delegated to the Department Head via consultation with the Staff Judge Advocate. Reasonable suspicion will frequently be generated by a member's involvement in:

(a) Any person returned to the command by authorities for any reason shall report to the UPC's office to provide a urine sample.

(b) A serious accident or incidents where safety precautions were violated or unusually careless acts were committed.

(c) A motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving, or driving under the influence.

(d) Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, and similar incidents of misconduct.

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(e) Bizarre, unusual, or erratic behavior.

(f) Unusual tardiness or unauthorized absence.

(2) Safety Investigations. An officially appointed investigation board, convened in connection with any formally convened mishap/safety investigation, may order urinalysis testing under the premise of Mishap Investigation (AO).

(3) Drug Surveillance. The Chief of Staff may order a member to participate in a urinalysis surveillance program for a period not to exceed six months in conjunction with any type of Navy Rehabilitation Program.

(4) Physician Directed Urinalysis Tests. Medical personnel may order urinalysis testing for fitness for duty examinations and for valid medical purposes including emergency medical treatment, periodic physical examination, and such other medical examinations as are necessary for diagnostic purposes.

e. Disciplinary action is outlined in enclosure (3) and is based on the testing premise.

## 7. Unit Quotas

a. Random sampling of small numbers of personnel on a frequent basis provides best results. This process reduces the predictability of command testing and raises the perceived risk of detection. The command shall submit to the NDSL, samples from 20 to 30 percent of its assigned personnel monthly. All types of testing are applied toward the quota. One unit sweep of all assigned personnel shall be submitted per year.

b. Except for the one annual unit sweep, submissions in excess of 40 percent of assigned personnel in any given month requires Echelon 3 prior approval.

8. Forms and Reports. The following forms are available through <http://forms.daps.dla.mil/order/>:

OPNAV 5350/7 Drug and Alcohol Abuse Report

OPNAV 5527/10 Affidavit for Search Authorization

OPNAV 5527/16 Permissive Authorization for Search and Seizure

/s/

P. E. DONAHUE

Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2U  
List IA and IB

**Observer's Instructions and Acknowledgment**

1. Report to Urinalysis Coordinator 15 minutes prior to start of testing.
2. **At no time will the observer touch the sample bottle. If the member drops the specimen bottle, any part of it, or places their fingers inside the bottle, have them return to the testing area for a new bottle.**
3. If member has gloves, coat or sweater on, have them remove it. If they have long sleeves, have them roll them up.
4. Escort member to the head provided for testing. Ensure that you follow the member at all times and that the sample bottle remains within your view. If needed, have them hold the sample bottle at shoulder height.
5. Have member place sample bottle on sink ledge.
6. Have member wash hands and dry thoroughly.
7. Have member open bottle and set it within easy reach and plain view of observer (but set it in such a way as to prevent it from falling over).
8. Males. Use only the designated urinal, have the member stand back approximately one foot and urinate directly into sample bottle. Ensure that you can observe them urinating into the bottle. If not, have them stop and reposition themselves. Seal the sample bottle prior to flushing the urinal or rearranging clothing.
9. Females. Use only the designated toilet stall, ensure door is open and that direct observation of urinating into wide-mouth or sample bottle can be seen. If wide-mouth bottles are used, the observer shall view the member pouring the sample from the wide-mouth bottle into the sample bottle and seal bottle. Ensure member does not try to dip the bottle into toilet.
10. Have member wipe bottle off with a dry paper towel and check the tightness of the cap.
11. Escort member back to urinalysis office.
12. Once the UPC or AUPC has affixed the tamper proof seal on the specimen bottle, observe that the member signs the ledger and then print and sign name to ledger.

Note: The observer must be able to see the bottle from the time the member takes it from the coordinator until the time they hand the completed sample to the coordinator.

OBSERVER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OBSERVER'S PRINTED NAME AND RATE: \_\_\_\_\_

UPC SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Urinalysis Coordinator Collection Checklist**

- \_\_\_ Determine who will be tested.
- \_\_\_ Establish adequate location.
- \_\_\_ Print ledger of personnel to be tested.
- \_\_\_ Print Custody Document (DD Form 2624) with bar code.
- \_\_\_ Print Urinalysis bottle labels with bar code.
- \_\_\_ Appoint and instruct observers.
- \_\_\_ Have Memorandum of Urinalysis Testing signed by the Chief of Staff or in his absence the Acting Chief of Staff.
- \_\_\_ Begin testing at 0830.
- \_\_\_ Verify positive identification of member being tested.
- \_\_\_ Have member verify bottle is empty and clean without touching inside the bottle or blowing into it.
- \_\_\_ Instruct member that the specimen bottle must be directly seen by the observer at all times.
- \_\_\_ Under direct observation, member provides sample (if member is unable to provide sample, follow guidance provided in OPNAVINST 5350.4).
- \_\_\_ Ensure bottle contains at least 30 milliliters of urine (if less than 30 milliliters, follow guidance provided).
- \_\_\_ Member verifies their data on specimen label and ledger.
- \_\_\_ Member initials bottle label in space provided.
- \_\_\_ Coordinator asks member, "Is this your specimen." If member states "No" or anything other than a positive response, the specimen will be discarded and the member will have to provide another sample.
- \_\_\_ Coordinator initials bottle label.
- \_\_\_ Coordinator attaches label to bottle.
- \_\_\_ Coordinator ensures bottle cap is on firmly. Do not over-tighten.
- \_\_\_ Inspect sample for color and feel bottle for temperature. If sample looks altered, shake bottle to inspect for excessive foaming.
- \_\_\_ Apply red tamper proof seal.
- \_\_\_ Ensure member verifies information and signs ledger.



\_\_\_ Observer signs ledger verifying their observation that the sample was provided properly.

\_\_\_ Maintain continuous control of samples or complete proper documentation of transfer of custody in Block 12 of the Specimen Custody Document (DD-2624).

\_\_\_ Continue collection until all samples are collected.

\_\_\_ Ensure Specimen Custody Document (see enclosure 3) is properly completed from information on the bottles, not the ledger.

\_\_\_ Verify social security, batch number, specimen number, testing premise and date on label match Specimen Custody Document (DD 2624).

\_\_\_ Pack bottles in accordance with reference (c), ensuring compliance with postal regulations for two watertight seals.

\_\_\_ On Specimen Custody Document (DD 2624), Block 12 (Chain of Custody), the UPC and/or AUPC dates, print and signs name, and annotate in Block 12(d.) "LAB Shipment U. S. Mail".

\_\_\_ Place samples in plastic liquid tight bag with liquid absorbent pad and seal shut.

\_\_\_ Place a copy of the Specimen Custody Document (DD 2624) in a waterproof bag in side the box.

\_\_\_ Seal box with packing tape.

\_\_\_ Sign name and date across top and bottom of the box, ensuring it overlaps the tape.

\_\_\_ Attach original copy of Specimen Custody Document securely to outside of box in packing slip envelope.

\_\_\_ Place box inside plastic shipping bag.

\_\_\_ Place lab address on top of box and command return address in upper left-hand corner of box (bottles upright inside).

\_\_\_ Ensure "Clinical Specimens - Urine Samples" is printed on address label as per U.S. Postal Regulations.

\_\_\_ Mail samples to appropriate laboratory.

**Use of Drug Urinalysis Results Matrix**

<b>Use of Drug Urinalysis Results Matrix</b>	<b>Usable in Disciplinary Proceedings</b>	<b>Usable as Basis for Separation</b>	<b>Usable for (Other Than Honorable) Characterization of Service</b>
1. <b>Search or Seizure</b> - member's consent or - probable cause	YES YES	YES YES	YES YES
2. <b>Inspection</b> - random sample - unit sweep	YES YES	YES YES	YES YES
3. <b>Medical</b> - general diagnostic purposes (e.g., emergency room treatment, annual physical exam, etc.)	YES	YES	YES
4. <b>Fitness for Duty</b> - command directed - mishap investigations - rehabilitation	NO NO NO	YES NO YES	NO NO NO
5. <b>Service Directed</b>	Refer to reference (c)		